

MANAGEMENT NOTICE

American Embassy Quito, Ecuador

Subject: VN – Diplomatic Courier Escort, Pouch Supervisor			
Office: HR	No. 092/12	Date: 05/22/12	Reference: N/A

OPEN TO: U.S. Eligible Family Members only

POSITION: Diplomatic Courier Escort, Classified and Unclassified Pouch Supervisor
Full-performance level: FSN-6/ FP-8

OPENING DATE: May 22, 2012

CLOSING DATE: June 5, 2012 (COB)

WORK HOURS: Full time

SALARY: **Not-Ordinarily Resident:** (FP grade is confirmed by Washington)
Full-Performance: FP-8: US\$35,753 p.a. (starting salary)
(Only U.S. EFM's can qualify. See under definitions below)

Ordinarily Resident annual rate:

Full-Performance: FSN-6: US\$20,230 p.a. (starting salary)

Note 1: All ordinarily resident applicants must have the required work and/or residency permits to be eligible for consideration. See definitions for Ordinarily Resident and Not-Ordinarily Resident

Note 2: All positions advertised are subject to availability of funds.

Note 3: U.S. Citizens including U.S. Veterans who are not AEFMs (see definitions section) if hired will be paid under the Local Compensation Plan.

IMPORTANT REMARKS:

1. Human Resources will only contact those applicants who demonstrate on their application form that they meet or exceed all the position requirements (education, experience, language, knowledge and skills). Regret letters will only be sent to short listed candidates and AEFMs.
2. For AEFMs: Highest previous rate is not an entitlement and is dependent on the funding availability of each agency and on the exact nature of the previous experience.

The U.S. Embassy in Quito is seeking an individual for the position of Diplomatic Courier Escort, Classified and Unclassified Pouch Supervisor in the Information Resource Management Office.

BASIC FUNCTION OF POSITION

Assist the Mailroom staff to open and distribute post's incoming unclassified diplomatic pouch mail, and as a cleared American employee, witness the opening and handling of controlled air pouches. Receive classified diplomatic pouch material from Embassy Quito sections and agencies and then prepare the outgoing pouches for dispatching overseas and stateside. Prepare outgoing pouches and or process incoming diplomatic material. Use computers and software programs, including the MS Office Suite and the web-based ILMS and WebPASS applications.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office intranet website or the Embassy internet

<http://ecuador.usembassy.gov/news/job-opportunities.html>

QUALIFICATIONS REQUIRED

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. If you submitted previous applications, you will still need to provide documentation for this position.

- a. **Education:** United States or host country equivalent to high school diploma is required. (Send copy of high school degree along with your application to be considered).
- b. **Experience:** One or two years working in a general office environment performing administrative or clerical duties is required, plus 6 months of supervising at least one employee is required.
- c. **Language Proficiency:** Level III (good working knowledge) spoken/reading English is required. No native applicant must attach the English proficiency test report from Bloomfield Language School for the application to be considered (see below in section "To apply" for details).
- d. **Knowledge:** Ability to type 40 wpm, use computers and the Microsoft Office Suite, basic office skills are required.(Will be tested)
- e. **Skills and Abilities:** Must have excellent interpersonal skills and the ability to work with the public are required plus willing to work flexible and late hours, including weekends and holidays.
Ability to lift and move objects that weigh up to 70 pounds is required. (Will be tested)

SELECTION PROCESS

When equally qualified, US Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.

2. All applicants must be residing in Ecuador at the time of application per post policy. The only exceptions are U.S. Citizens EFMs who have been given orders and a date to arrive at post. A copy of the orders must be included in the application package.
3. Current employees serving a probationary period are not eligible to apply.
4. Currently employed U.S. Citizen EFMs who hold an FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired into a position with a When Actually Employed (WAE) work schedule.
6. **The successful applicant should be available to enter on duty within 30 days of being notified that s/he has been selected and cleared for employment.**
7. All, including preference candidates, must meet all the requirements of the position at the time of the application to be considered, that includes test results.
8. Employment eligibility criteria for this position were established by the hiring supervisor.
9. Tests to assess a candidate's skill may be given to applicants for any position. Test results will become a part of the candidate's application package. If the applicant is not available for a test during the established timeframe or if the applicant does not pass the test, then the applicant will not be interviewed.
10. The Embassy will review work references or ask applicant for support documentation of any of the information submitted on applications.
11. Applicant must be able to get and hold a **top secret clearance**.

TO APPLY

Interested applicants for this position must submit the following or the application will not be considered:

1. Application for U.S. Employment (DS-0174); or
2. A current resume or curriculum vitae that provides the same information as an DS-0174; plus:
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application and clearly mark the preference on the application or curriculum. To claim veteran's preference applicant must meet all the criteria given by the Office of Personnel Management (OPM). HR will review all DD-214 forms against OPM requirements.
4. Ecuadorian work and/or Residency permit required with application.
5. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.
6. Language report from Bloomfield Language School, Alemania N30-169 y Vancouver, tel. 2548-624 or 2902791. For applicants living abroad see details under:
<http://ecuador.usembassy.gov/news/job-opportunities/language-testing-policy.html>

SUBMIT APPLICATION TO

- 1) Per email (preferred method)
E-mail: hroquito@state.gov
- 2) Per hand delivery (please note this method often results in applications not getting any form of response on the recruitment process)
American Embassy
Avigiras E12-170 y Av. Eloy Alfaro
Attention: Human Resources
- 3) Using post office (please note this method often results in applications not getting any form of response on the recruitment process, and must meet the deadline. If you submit your application on the closing date by the time it arrives will be late).
P.O. Box 17-17-1538

DEFINITIONS

1. **US Citizen Eligible Family Member (USEFM)** – For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:
 - US Citizen; and,
 - EFM (see above) at least 18 years old; and,
 - Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
 1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
 2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.
2. **EFM:** An individual related to a US Government employee in one of the following ways:
 - Spouse;
 - Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
 - Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
 - Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

EFMs without US Social Security Numbers are also OR. All OR employees, including US citizens, are compensated in accordance with the LCP.

CLOSING DATE FOR THIS POSITION: June 5, 2012

The US Mission in Ecuador provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

IRM: MReed

HRS: PDurango

FMO: TSchmitz